

# UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) MILITARY PERSONNEL IN-PROCESSING CHECKLIST

NAME (LAST, FIRST, MI)		RANK	SERVICE BRANCH	SUSPENSE DATE
SSN	REPORT DATE	DIRECTORATE	PARA/LINE	INCUMBENT

## UPON COMPLETION OF PROCESSING, RETURN THIS CHECKLIST TO TCJ1-P

INITIAL & DATE	ITEMS/ACTIVITIES TO BE PROCESSED	BRANCH OF SERVICE			
		US AIR FORCE	US ARMY	US NAVY	US MARINE CORPS
	PERSONNEL RECORD	TCJ1-P, BUILDING 1911, ROOM 115, 256-5871			
	DENTAL RECORD	USAF DENTAL CLINIC, BUILDING 1530			
	HEALTH RECORD/TRICARE	USF MEDICAL CENTER, BUILDING 1535			
	PCS TRAVEL VOUCHER/FINANCE	AFO TRAVEL SECTION, BUILDING P-10		TCJ1-P, BUILDING 1911, ROOM 115	
	WEIGH-IN/PRPT RECORDS HT: _____ WT: _____	TCJ1-P, BUILDING 1911, ROOM 115, 256-5871			
	LOCATOR INFO/UNIT INSIGNIA	TCJ1-P, BUILDING 1911, ROOM 115, 256-5871			
	SECURITY PROCESSING	FOR ID BADGE, AF FORM 2586 FROM DUTY SEC TO TCFP, BUILDING 1911, Rm 314, 256-8711			
	PARKING DECAL/LINE BADGE	375SFS,bldg 1970,Rm 102, 256-2709			
	PUBLIC AFFAIRS	TCPA, BUILDING 1900, ROOM 328, 256-4828			
	BASE POST OFFICE	SCOTT AFB POST OFFICE, BUILDING 1961			
	BUDGETING OFFICE/AMEX CARD	TCJ8-B, BUILDING 1900, ROOM 339, 256-5325			
	HOUSING REFERRAL OFFICE/FAMILY HOUSING OFFICE	BUILDING 1400, 256-1840/256-4350			
	TRAFFIC MANAGEMENT OFFICE (HOUSEHOLD GOODS/BAGGAGE)	BUILDING P-10, 256-1848			
	FAMILY CARE	SEE YOUR SERVICE REPRESENTATIVE			
	COMMAND FIRST SERGEANT	BUILDING 1900, ROOM 343, 256-4886			
	SENIOR SERVICE REP (ENLISTED)	TCJ1-P, BUILDING 1900, ROOM 116, 256-5871 NAVY, 256- 1613			
	TRAINING MONITOR				
	SERVICE ELEMENT COMMANDERS	ARMY, BUILDING 1911, 256-6538; NAVY/MARINE, BUILDING 1911, 256-6538; AIR FORCE, BUILDNG 1911, 256-5020			
	VOTER REGISTRATION	TCJ1PF/A/N (NAVY 256-5874; ARMY 256-5873; AIR FORCE 256-5872)			

\*SPOUSES ARE WELCOME AND ENCOURAGED TO ATTEND ORIENTATIONS

**USTRANSCOM FORM 10, DEC 98 (EF)** (PerForm Pro) PREVIOUS EDITION IS OBSOLETE

WHEN FILLED IN, SUBJECT TO THE PRIVACY ACT OF 1974, SEE USTRANSCOMI 37-11 FOR PRIVACY ACT STATEMENT